First: Make a copy
About the planning template
The accessibility plan template is based on an accessibility maturity matrix framework. The intention is to provide a flexible tool for organizations to integrate accessibility holistically throughout their culture and processes. This framework also allows reporting, measuring and tracking the progress and growth of each agency.
The maturity levels correlate with each of the six core criteria and help to identify the extend to which the organization has implemented accessibility best practices.
• Launch: Formal policies, processes or procedures are acknowledged and defined.
• Integrate: Formal policies, processes or procedures are defined, integrated and communicated.
• Optimize: Resources are committed and/or staff are trained to implement policies, processes and procedures. Validation is performed; results are measured and tracked.

The planning template supports a two-pronged approach:

1. Immediately address existing accessibility compliance issues by taking inventory of all technology touchpoints, assessing them for accessibility compliance then remediating the problems. If the organization is not able to remediate by the deadline, then a plan for accommodation needs to be put in place by the agency.

2. Build accessibility into roles and processes in order to provide accessible technology from the beginning and avoid costly accessibility debt in the future.

This template is not intended to be a one-size-fits-all solution—feel free to customize it to meet your planning and documentation needs. It's designed to be a single source of truth and a documentation hub for proving that you are earnestly working toward providing accessible technology at your organization.